

**Prince Hall Grand Chapter Order of the Eastern Star and  
Rite of Adoption for the State of South Carolina and Jurisdiction**



**Annual Audit Reporting Form**

April 1, 20\_\_\_\_(year) to March 30 \_\_\_\_ (year)

Date Audit Completed: \_\_\_\_\_

Chapter Name: \_\_\_\_\_

Chapter #: \_\_\_\_\_

Audit Committee Members: The Worthy Matron, Treasurer, nor Secretary can be a part of the audit committee.

\_\_\_\_\_

\_\_\_\_\_

**Administrative Summary**

Name of Banking Institution: \_\_\_\_\_

Signers on Account: \_\_\_\_\_

**Worthy Matron**

**Treasurer**

**Secretary**

***Secretary:***

1. Did the Secretary have a receipt book?  Yes  No
2. Did the Secretary have a voucher book?  Yes  No
3. Did the Secretary have receipts from the treasurer totaling the amount of money received?  Yes  No

***Treasurer:***

1. Did the Treasurer have a receipt book?  Yes  No
2. Did the treasurer have the checkbook?  Yes  No
3. Did the treasurer have a voucher that was signed by the Worthy Matron and Secretary for every check that has been written?  Yes  No
4. Did the Treasurer deposit all funds received in a timely manner?  Yes  No

**Activity Summary**

Beginning Checkbook Balance \$ \_\_\_\_\_ Date: April 1, \_\_\_\_\_ (year)

Beginning Bank Statement Balance \$ \_\_\_\_\_ Difference \$ \_\_\_\_\_

Reason for Difference: \_\_\_\_\_

\_\_\_\_\_

Ending Checkbook Balance: \$ \_\_\_\_\_ Date: March 30, \_\_\_\_\_ (year)

Ending Bank Statement Balance \$ \_\_\_\_\_ Difference \$ \_\_\_\_\_

Reason for Difference: \_\_\_\_\_

\_\_\_\_\_

**Disbursements**

Total disbursements made from April 1 – March 30 equaled \$ \_\_\_\_\_

Number of checks written: \_\_\_\_\_

Number of outstanding checks: \_\_\_\_\_ Amount of all outstanding checks \$ \_\_\_\_\_

**Income:**

Total income received from April 1 – March 30 of the audited year is equal to \$ \_\_\_\_\_

Are there any funds not deposited as of March 30?  Yes  No If yes, what is the total \$ \_\_\_\_\_

Were there any fundraisers during the audit period?  Yes  No Total received from fundraisers \$ \_\_\_\_\_

Total amount of all funds received by Secretary \$ \_\_\_\_\_

Total amount of all funds received by Treasurer \$ \_\_\_\_\_

Total amount of all funds deposited by Treasurer \$ \_\_\_\_\_

If there is a difference between funds received and deposited, please explain: \_\_\_\_\_

\_\_\_\_\_

**Audit Committee Findings:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Audit Committee Recommendations:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted by:

**Audit Committee Chair:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Audit Committee Member:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Audit Committee Member:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**A copy of this two-page report should only be provided to each member of the Chapter.**

**Prince Hall Grand Chapter Order of the Eastern Star and  
Rite of Adoption for the State of South Carolina and Jurisdiction**



**Verification of Completed Audit**

**This form is to be used to provide verification to the Grand Associate Deputy that the Audit Report for the Chapter has been completed and a copy given to the members of the Chapter.**

The financial records of \_\_\_\_\_ (Chapter) \_\_\_\_\_ (Chapter Number)  
have been audited by:

Committee Members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The audit took place on \_\_\_\_\_ (date) and the findings and recommendations have  
been reported to all members of the Chapter on \_\_\_\_\_ (Date).

**Signed:**

|                                |             |
|--------------------------------|-------------|
| _____ (Audit Committee Chair)  | Date: _____ |
| _____ (Audit Committee Member) | Date: _____ |
| _____ (Audit Committee Member) | Date: _____ |
| _____ (Worthy Matron)          | Date: _____ |

**\*Affix Chapter Seal to this Document**